

# CITY OF SANTA FE

## ADMINISTRATIVE MANUAL

Originating Business Unit:

**SUBJECT**

Parking Division



|                                |                                     |                                    |
|--------------------------------|-------------------------------------|------------------------------------|
| <b>Employee Parking Policy</b> | <b>Policy Number</b><br>4000-1-1    | <b># Pages</b><br>02               |
|                                | <b>Effective Date</b><br>01-29-1992 | <b>Revision Date</b><br>01-01-2001 |

### 1.0 PURPOSE:

- 1.1 To provide rules for employee parking.

### 2.0 APPLICABLE TO:

- 2.1 All City Employees

### 3.0 REFERENCES:

None

### 4.0 DEFINITIONS:

None

### 5.0 POLICY:

- 5.1 It is the policy of the City of Santa Fe to provide employee parking.

### 6.0 PROCEDURES:

- 6.1 City employees shall park personal or assigned government vehicles in assigned parking lots, Fire Station #1, City Yards on Siler Road, City Hall North lot, Siringo Administrative Complex, Sandoval Parking Garage, and Municipal Court.
- 6.2 Employees shall be notified of their assigned parking area at New Employee Orientation. The employee may call the Parking Division for assigned parking area.
- 6.3 City employees shall not park a personal vehicle and an assigned government vehicle in any parking lot at the same time.
- 6.4 City employees shall not park an assigned government or personal vehicle in designated fire lanes, where NO PARKING signs are posted, on medians or in any other area not specifically designated as a parking space.

- 6.5 City employees shall not park an assigned government or personal vehicle in spaces reserved for the mayor and city council.
- 6.6 City employees shall not loan gate cards to non-city government employees (including city volunteers) to park in the employee parking lot.
- 6.7 City employees shall display parking permit hangtags on the rear view mirror of the vehicle facing outward.
- 6.8 Employees shall contact the Parking Division for replacement of lost or damaged hangtags.
- 6.9 Employees with a disability and a valid disabled parking placard will be accommodated.
- 6.10 City employees shall not take assigned government vehicle home in lieu of parking vehicle in designated parking lot.
- 6.11 Non-conformance with any of the parking rules shall be considered a violation of this policy.
- 6.12 Any employee violating this policy may be subject to disciplinary action up to and including termination. Revocation of parking privileges may also be imposed instead of or along with disciplinary action.

**7.0 APPENDIXES:**

None

**8.0 REVIEW AND APPROVALS:**

- 8.1 PREPARED BY: Vicki Gage 12.12.00  
Vicki Gage, Personnel Administrator DATE
- 8.2 REVIEWED BY: Jim Romero 12/20/00  
Jim Romero, Public Works Director DATE
- 8.3 APPROVED BY: Jim Romero 3/14/01  
Jim Romero, Acting City Manager DATE